CITIZENCREDIT CO-OPERATIVE BANK LTD
(A Scheduled Multi-State Bank)

CITIZENCREDIT Centre, CTS No. 236, Marve Road, Orlem, Malad West, Mumbai 400064

Compliance Manager/Engineer

Looking for candidates:

- With proven experience as a IT Compliance / Information Security Governance / IT Risk similar role of minimum 5 years in the BFSI sector.
- With Exposure to RBI Cyber Security Framework and regulatory audits
- To ensure the Bank's technology environment remains aligned with RBI guidelines, cybersecurity frameworks, audit requirements, and internal governance standards who are detail-oriented and regulatory-focused Compliance Engineer.
- To focus on regulatory compliance monitoring, audit coordination, policy implementation, risk tracking, and documentation management across IT, cybersecurity, infrastructure, and digital banking systems.

Qualification:

Essential: Bachelor's Degree in Computer Science/ IT / Information Security / Commerce
Desirable: Post Graduate Diploma in IT Governance, ISO 27001Internal Auditor, CISA, CISM, CRISC, COBIT / ITIL Certification

Key Responsibilities:

- Regulatory Compliance Management
- Ensure compliance with RBI Cyber Security Framework, BCP/DR guidelines, IT governance circulars.
- Track and monitor compliance obligations and regulatory advisories.
- Maintain compliance tracker with defined owners and closure timelines.
- Assist in regulatory submissions and inspection responses.
- Audit Coordination & Closure
- Coordinate internal IT audits, IS audits, RBI inspections, and external audits.
- Maintain structured evidence repository.
- Track and ensure timely closure of audit observations.
- Prepare management responses and corrective action plans.
- Policy & Governance Support
- Assist in development, review, and update of IT & Cybersecurity policies.
- Ensure policies are aligned with ISO 27001 and RBI requirements.
- Conduct periodic policy compliance checks.
- Maintain risk register and control documentation.
- Risk & Control Monitoring
- Identify IT and cybersecurity risks.
- Perform gap assessments and control validation.
- Monitor SLA adherence for compliance-related activities.
- Support vendor risk assessment from compliance perspective.
- Documentation & Reporting
- Prepare compliance dashboards and reports
- Maintain audit trail and evidence documentation.
- Track DR drill compliance and reporting.
- Maintain regulatory calendar.

Key Technical & Functional Skills Required :
- Knowledge of RBI Cyber Security Framework
- Understanding of ISO 27001 controls
- ITGC (IT General Controls) understanding
- Risk assessment & control mapping
- Audit documentation & evidence management
- Familiarity with IT infrastructure & cybersecurity tools (basic understanding)
- Strong Excel & reporting skills

General Competencies:
- Strong documentation & governance mindset
- High attention to detail
- Strong communication skills
- Ability to work under regulatory timelines
- Analytical and structured thinking
- Stakeholder coordination capability
- Audit observation closure rate
- Regulatory compliance adherence
- Policy update cycle adherence
- Risk register maintenance accuracy
- Timely regulatory response submission
- Reduction in repeat audit findings
- Domain Knowledge (Good to have)
- Digital Banking controls
- Payment systems compliance (UPI/NEFT/RTGS)
- DR/BCP regulatory requirements

Designation and Compensation:
Designation and Compensation will be commensurate with qualifications & relevant experience.
Any of the above criteria may be relaxed in the case of deserving candidates, at the sole discretion of the Bank's Management.